



Public Policy Forum

moving the region forward

January 10, 2013

Milwaukee County Community Justice Council Seeks Full-Time Coordinator

The Milwaukee County Community Justice Council is accepting applications for the position of Coordinator. The Coordinator will assist the Council in planning and implementing system-wide improvement in Milwaukee's criminal justice system. The Coordinator will serve at the pleasure of the Council's Executive Committee and will be housed at the Public Policy Forum, a Milwaukee-based nonprofit, nonpartisan policy research organization. Qualified candidates will have a background and experience in public policy, strong organizational and communications skills, and education or experience in policy research. Background or experience in criminal justice issues is not required but is a plus.

Interested candidates should submit a resume and a cover letter outlining their qualifications and interest to Rob Henken, President of the Public Policy Forum, via e-mail at rhenken@publicpolicyforum.org. Applications will be accepted through January 31, 2013. A subcommittee appointed by the Council's Executive Committee will interview selected candidates and make a recommendation to the full Committee by mid-February. The new Coordinator will assume the position on or about March 1, 2013.

The Public Policy Forum is an Equal Opportunity Employer. Compensation will include a salary based on background/experience and a generous benefit package. The Coordinator will serve under a one-year contract with future employment to be assessed based on performance and identification of continued funding.

Founded in 1913, the Public Policy Forum was established as a local good government watchdog. The Forum prides itself on producing nonpartisan, credible and accurate information on public policy issues that impact the local community, the state, and nation. The Forum does not advocate on behalf of specific policies.



Responsibilities of the Milwaukee County Community Justice Council Coordinator

Mission and Leadership

The mission of the Milwaukee County Community Justice Council is to efficiently and collaboratively coordinate services and to effectively allocate financial resources to ensure crime reduction, victim support, offender accountability, and restorative community-based programs. Through strategic planning and research the Council will identify, evaluate, and develop strategies to improve the justice system to enhance public safety and the quality of life in Milwaukee County.

The Executive Committee of the Council is chaired by the Milwaukee County District Attorney and consists of several government officials and community leaders, including the County Executive, the Sheriff, a member of the County Board, the Chief Judge of Milwaukee County Circuit Court, the Mayor of Milwaukee, the City of Milwaukee Chief of Police and the State of Wisconsin First Assistant Public Defender.

For more details on the activities and composition of the Milwaukee County Community Justice Council, please visit the Council's web site at <http://www.milwaukee.gov/cjc>.

Position Description

The Coordinator is charged with the responsibility for facilitating and coordinating the efforts of the Council in planning and implementing system-wide improvement in Milwaukee County's criminal justice system. The Coordinator will serve at the pleasure of the Executive Committee of the Council. The initial term of employment will be one year, with future employment to be assessed based on performance and identification of continued funding.

The Coordinator is responsible for facilitating collaboration among all justice system partners at the local and state level. The coordinator is also responsible for steering the policy agenda and substantive strategy of the council. These efforts include seeking the commitment, cooperation and participation in both strategic planning for future direction of the council as well as oversight of efforts to accomplish changes in the system. This will require meeting and coordinating with groups within the public safety arena and the larger community to implement the policy directives of the council.

The Coordinator, under the direction of the Executive Committee, will be expected to:

- Take an active role in the development of policy initiatives of the Council and assume responsibility for the enactment of these initiatives
- Actively direct and coordinate the work of the Council's Standing Committees
- Provide communication between the Council's Standing Committees and the Executive Committee
- Consult with local, state and national experts on evidence based initiatives to improve the criminal justice system and act as a liaison with other community justice councils
- Coordinate the planning and implementation of Council initiatives and activities
- Research and analyze critical issues identified by the Council
- Recommend programmatic, policy, procedural, or legislative changes based on the analysis of data, opinion surveys, and summary or historical research
- Promote, evaluate, and facilitate community and stakeholder involvement
- Coordinate the efforts of agencies, units of local government, and the criminal justice system to work together to enhance the effectiveness of the criminal justice system
- Facilitate collaboration of the members of the Council in promoting the effective and efficient administration of programs in the criminal justice system
- Advise decision makers on policy issues, strategic initiatives, and innovative programs
- Research and analyze new programs, prepare alternatives, and recommendations
- Prepare RFPs, and manage purchase of service contracts
- Develop and recommend program performance standards
- Evaluate program performance to identify success and make recommendations on changes for improvements where necessary
- Coordinate the development of a strategic plan for the Council and monitor the implementation of the plan
- Identify funding sources and write grant applications
- Prepare and monitor the operating budget

- Prepare operational and statistical reports and records to support the Council's recommendations for expansion, reduction, reorganization, or elimination of services or programs
- Establish and maintain effective public and working relations with governmental agencies, community agencies, elected officials, the courts, public defenders, and the public
- Prepare agendas and minutes for council meetings
- Perform other duties as required